

JOB DESCRIPTION



Job Title:	Head of Policy and Integrity
Department / Unit:	Research and Innovation
Job type	Professional Services
Grade:	RHUL 9
Accountable to:	Director of Research and Innovation
Accountable for:	The Policy and Compliance team and REF project team
Purpose of the Post	
<p>The Head of Policy and Integrity within Research and Innovation is a key role in ensuring the delivery of the College Research and Knowledge Exchange Strategy.</p> <p>The Head of Policy and Integrity is responsible for providing strategic leadership over matters relating to:</p> <ul style="list-style-type: none">- research and knowledge exchange policy- the delivery of research assessment exercises and statutory returns including REF and KEF- research ethics and integrity- risk and compliance <p>In addition to providing leadership and managerial oversight, the post will also be the college lead and expert in one of the above areas.</p> <p>The Head of Policy and Integrity will provide effective leadership and management to the Policy and Integrity team and REF project team and will work with the SMT to ensure compliance with relevant policies and to drive operational development necessary to support research and knowledge exchange related policy, integrity and compliance.</p>	
Key Tasks	
<p>Leadership and Management of Policy and Integrity team</p> <ul style="list-style-type: none">• Lead a high performing team to ensure that support provided by the team is developed, delivered and managed effectively and efficiently to a high standard and are aligned with the College's strategic objectives and targets for research, knowledge exchange and impact• Provide strategic leadership on the effective development, operation and monitoring of integrity related frameworks, policies and procedures relating to research and KE activities including, for example, research governance and ethics and information assurance.• Lead on raising awareness of and ensuring College compliance with the T&Cs and policies of key research funding bodies• Lead on large-scale research planning and policy initiatives, including research assessment exercises, statutory returns and institutional audits of research quality.• Lead on the effective development, operation and monitoring of policies and procedures relating to partner and funder due diligence. Working with the Compliance and Risk Manager (part of the team) to incorporate into cross-College practice	

- Oversee the systems and data capture within the remit and support continuous improvements and evaluations of systems and processes

Research Policies and Governance

- Lead on the interpretation of relevant policy, legislation and regulation to advise the Director of Research and Innovation, SVP Research and Senior Management of implications and adjustments required.
- Analyse the effectiveness of College policies and initiatives for increasing research capacity, providing reports for senior committees on their impact, identifying good practice and recommending action and future resourcing.
- Work with the Director of Research and Innovation in influencing senior School and Professional Services representatives to develop appropriate strategies and actions within their areas in support of research policy direction
- Ensure the monitoring of compliance with concordats, manifestos etc. relating to research and knowledge exchange

Data Governance

- Act as the College's nominated Data Steward for all data owned and/or held by R&I, taking responsibility for both the quality and security of the data, promoting the use of data in the review, design and delivery of R&I processes
- Lead on the implementation of best practice in information security and data protection to ensure compliance with relevant legislation including the General Data Protection Regulation.

College Leadership

- Act as an authorised signatory for applications, tenders and quotations, ensuring that risks are evaluated and managed appropriately.
- Undertake such roles and management functions as may be reasonably required by the Director of R&I, including participation in meetings and working groups within the College to which appointed or elected.
- Represent and deputise for the Director of R&I internally and externally as required, including regular attendance and active participation at senior stakeholder and steering committees and chairing regular working group meetings.
- Undertake, subject to the agreement of the Director, Research and Innovation, external activities which reflect well upon and enhance the reputation of the College.
- Oversee the provision of secretariat services for College level Research and Knowledge Exchange committees

In addition to the Key Tasks listed above, the post holder will be the college lead and expert in one of the following core areas:

- 1. Research Policy and Excellence**
- 2. Research Ethics and Integrity**
- 3. Risk and Compliance**

Research Policy and Excellence

- Lead and manage the delivery of the College's REF submission which includes overseeing the setting up of processes, analysis and reporting contributing to a successful REF outcome. This will include line management of the REF project team
- Working closely with the Director of Research and Innovation and SVP Research develop the College's strategic approach external review exercises such as the REF and KEF
- Take responsibility for the development and management of specific elements of the institutional research audit and REF response to ensure development of material for submission
- Lead on the effective development of metrics to support research and KE, ensuring compliance with DORA and the responsible metrics agenda to support colleagues in establishing appropriate College strategies, targets and KPIs and providing regular feedback to senior management.
- Lead on the co-ordination of College responses to external consultations and reviews where there are potential implications to the research component of the College's strategic plan.

Research Ethics and Integrity

- Lead on the effective development, operation and monitoring of ethics related frameworks, policies and procedures relating to research and KE activities
- Take responsibility for the development and management of Ethical review systems and processes and for the leadership of School based Ethics officers and reviewers. This will include line management of the Ethics Officers
- Provide expert advice and guidance to academic staff and students relating to ethical approval and leading on training and development
- Provide expert advice to College senior management on matters related to Ethics and Integrity

Risk and Compliance

- Lead in the development of an understanding of risk and its governance and management within the College, working with College senior management in the area of research and knowledge exchange but also more broadly as required
- Provide expert leadership for due diligence and for the design and implementation of monitoring processes for research funders, partners and collaborators
- Provide expert advice and best practice guidance to academic and professional staff that include consideration of financial, reputational, ethical and geo-political risks
- Oversee R&I compliance with funder terms and conditions and College regulations, proactively monitoring changes to policies
- Act as an advocate to raise awareness of risk and due diligence across the College

Other Duties

The duties listed above may be varied from time to time as dictated by the changing needs of the College. The post holder will also be expected to undertake additional duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and External Relationships

The post holder will be required to work closely with all colleagues within Research and Innovation.

The following list is not exhaustive, but the post holder will also be required to liaise with colleagues in other areas, such as:

Internal:

- Senior Management Team
- Academic Schools – Administrative and Academic Staff
- IT Services
- Human Resources
- Finance
- Marketing & Communications

External:

- Relevant external networks
- Policy makers
- Funders and sponsors of research

PERSON SPECIFICATION



Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Head of Policy and Integrity

Department: Research and Innovation

	Essential	Desirable	Tested by (App Form, Interview, Test)
Knowledge, Education, Qualifications and Training			
High standard of education to degree level or equivalent experience with evidence of continued professional development.	x		Application form
Postgraduate level qualification		x	Application form
Extensive knowledge and understanding of the HE sector	x		App Form/Interview
Skills and Abilities			
Ability to provide strategic leadership, motivation and management for staff and teams	x		Application form/Interview
Ability to take a leading role on strategic or policy matters relevant to the post	x		Application form/Interview
Ability to build strong, credible relationships with funders, policy makers and academic staff	x		Application form/Interview
Excellent interpersonal and organisational skills and ability to deliver to tight deadlines	x		Application form/Interview
Demonstrated proactive and solution focused approach, able to lead and inspire and proven ability to relate to others in different contexts and at different levels.	x		Application form/Interview
Excellent written and verbal communication	x		Application form/Interview
High level IT, numeracy and commercial skills	x		Application form/Interview
Proven strong project management, negotiation, influencing and communication skills	x		Application form/Interview
Strategic planning skills and experience of developing business plans		x	Application form/Interview
Experience			
In-depth knowledge and understanding of research policy, integrity and compliance issues	x		Application form/Interview
Experience and knowledge of the Research Excellence Framework		x	Application form/Interview
Experience and knowledge of Research Ethics and ethical review processes		x	Application form/Interview
Risk and compliance		x	Application form/Interview
Experience of handling data and data governance		x	Application form/Interview
Other requirements			
Committed to personal development and interested in furthering a career in Research Management and Administration	x		Application form/Interview
Travel to events and other external activities as required	x		Application Form